# Filing Instructions / Checklist for Engineers:

#### General:

- To ensure that your application is complete for Board action, it is **your** responsibility to contact the Board office to check on the status of your information, either by phone, mail or email.
- The application **must** be completed online and printed, or may be typewritten. All hand written applications will be returned.
- Payment for fees should be made payable to the *WY Board of Reg. for PE/LS.*All application fees are nonrefundable.

#### References:

- References are required for both exam and comity applicants who do not have a Record Book with NCEES.
- To complete reference forms, the top portion needs to be filled out by the applicant and mailed to the reference. The contact history (job title and description) needs to be that of the applicant while working under the reference, and the description of employment should be identical to that defined in Section D of the application; additional pages may be attached if needed.
- When completing reference forms, at least two (2) of the three (3) required, must be registered/licensed in engineering.
- References should correspond with the supervisors listed under item D of the application.
- Reference forms need to be forwarded to those individuals who can verify your most recent ten (10) years of engineering experience. The references must send the completed forms directly to the Board.
- Completed reference forms sent to this office by the applicant will not be accepted.

#### Verifications:

- Verifications are required for both exam and comity applicants who do not have a Record Book with NCEES.
- It is the responsibility of all applicants to contact the State Board from which they were originally licensed and request a verification of licensure to be sent directly to the Wyoming Board. Forms are provided online.

## Transcripts:

- Transcripts are required for both exam and comity applicants who do not have a Record Book with NCEES.
- Official transcripts for all education credit claimed must be sent *directly from the college registrar's office*.
- Student copies will **not** be accepted.

### **NCEES Record Book Holders:**

- Evidence of Lawful Presence form should be sent with the application to prevent delays.

#### **Evidence of Lawful Presence:**

- All applicants, including those applying with a NCEES Record Book, must provide proof of lawful presence as required by Federal law (8USCA §1621(c) (1) (A). Failure to provide this information will delay processing of your application for Board review and registration process.

### **Board Meetings/Deadlines:**

- Applications filed after the deadline date will be processed for the following Board meeting.
- All deadlines for review fall 2 weeks prior to Board Meetings.
- If at the end of six (6) months from the date of filing an application, the application is not complete, it will be cancelled by the Board for lack of interest.

# Checklist:

Engine		Training: Application
		Evidence of Lawful Presence
		Transcripts
Profess		I Engineer by Exam:
	ü	Application
	ü	Evidence of Lawful Presence
	ü	Transcripts
	ü	3 References (2 of which are Professional Engineers)
	ü	Verification for FE
Profess	iona	I Engineers by Comity:
	ü	Application
	ü	Evidence of Lawful Presence
		Transcripts
		3 References(2 of which are Professional Engineers)
	ü	Verification of FE and PE
Profess	iona	I Engineers by Comity with NCEES Record Book Established:
	ü	Application
	ü	Evidence of Lawful Presence



# If paying by Visa, MasterCard, or Discover please fill out below.

Card Number:
Card Number:
Card Number:
Signature Code/CV2 Number (located on back of card):
Expiration Date of Card:
SHOW AMOUNT HERE:

If you are paying by Check, please make payable to: WY Bd of Reg for PE/PLS

## **PAYMENT AMOUNTS:**

•	Applications - Professional-Comity & Exams:	\$100.00
•	Applications- Corporate/Firm:	\$75.00
•	Applications- Fundamental- Engineering and Surveying	\$50.00
•	Renewals- Active, first time, renewal based on exemption:	\$90.00
•	Renewals- Retired:	\$25.00
•	Renewals- Inactive:	\$90.00
•	Renewals- Corporate:	\$90.00

• For renewals with **late fees** please refer to the fee schedule located on the website under "renewal info." <a href="http://engineersandsurveyors.wy.gov">http://engineersandsurveyors.wy.gov</a>

NONREFUNDABLE EXAM FEE: \$100

# **EXAM APPLICATION FOR PROFESSIONAL ENGINEERS**

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City			State		Zip	DOB	
Present Emp	loyer					Birthplace	
Business Add	dress					Citizenship	
						Home Phone	
City			State		Zip	Business Phon	e
Address for c	orrespondence	9	Home	e 🗌	Business	E-mail Address	
A. EDUCAT	ION						
Name & Ad	dress of Institution	on Date	es of Attendanc	e	Curr	iculum	Degree/Date
B. LICENSU	JRE Anything th	nat does not app	oly, please leav	e blan	k.		
Fundamentals Exam:	(FE) Jurisdi	ction:	NCEES Exam	□Y [	]N Date:	No. Hours	Lic. No.
Indicate the bra	anch of Enginee	ring you desire t	o be examined	:			
List any addition	onal license belo	w			List any addition	nal examinations	below
Jurisdiction	Date	License No.	Expiration		Jurisdiction	Date	Examination
0 DEFEDE	NOTO		46.6				
	C. REFERENCES List names and addresses of AAA^A\^\\\ A\^\\\\\\\\\\\\\\\\\\\\\\\\						

NA	NAME:								
D. <b>I</b>	Experie	ence Record							
Engag#ement	Dates: MoYr. From-To	TITLE OF POSITION, NAME OF EMPLOYER, AND CHARACTER OF EACH ENGAGEMENT. Make statements concise and explicit, and include magnitude and complexity of work in which engaged and your duties and degree of responsibility. LIST ENGAGE-MENTS IN CHRONOLOGICAL ORDER, EARLIEST ENGAGEMENT AS NO. 1. DOUBLE SPACE BETWEEN ENGAGEMENTS. (Do not let description of engagements run into columns for date or time.) LEAVE NO GAPS IN THE CHRONOLOGICAL LISTING OF EXPERIENCE. Explain periods of MILITARY SERVICE, ILLNESS, UNEMPLOYMENT, ETC. The experience record should begin with graduation from a university or the first employment after high school, whether or not it was ^} * a^^ a^* experience.  INCOMPLETE FORMS WILL BE RETURNED.	Experience Subsequent to P.Ò. Licensure  5. Academic Engagement					Name, title, and address of person who supervised your ^}*a^^\a* work (Preferably a P.Ò. in your area of practice)	

NA	NAME:								
D.	D. Experience Record								
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Name:

D.		QUESTIONS		YES	NO				
	1.	Has any state revoked, reprimanded, or suspended your licen	se?						
	2.	Has any disciplinary action been taken against you?							
	3.	Other than traffic violations, have you ever been convicted of a	a felony or misdemeanor?						
		If the answer to any of the above questions is "yes," ple	ase explain on a separate sheet of par	oer.					
E.		CODE OF ETHICS							
		I hereby subscribe to and agree to exemplify the following Co	de of Ethics:						
		It shall be considered unprofessional and inconsistent with honoral	ole and dignified bearing for any Profession	onal Eng	ineer:				
	1.	To act for his client, or employer, in professional matters other remuneration other than his stated recompense for services rende	-	e, or to a	accept any				
	2.	To attempt to injure falsely or maliciously, directly or indirectly, the	professional reputation, prospects or bus	iness of	anyone.				
	3.	To attempt to supplant another Engineer after definite steps have be	een taken toward his employment.						
	4.	To compete with another Engineer for employment by the use of u	·						
	5.	To review the work of another Engineer for the same client, excep of such Engineer with the work has terminated.	with knowledge of such Engineer, or unl	less the	connection				
	6.	To attempt to give or obtain technical services or assistance w	vithout fair and just compensation comr	nensurat	e with the				
		services rendered.							
	7.	To use the advantages of a salaried position to compete unfairly w	th other Engineers.						
	8.	To act in any manner or engage in any practice which will tend profession.	o bring discredit to the honor or dignity	of the e	ngineering				
F.		AUTHORIZATION AND AUTHENTICITY							
TH	E ST	ATE OF)							
		) SS.							
Co	unty	of)							
sta	I, teme	ents and information contained in this application are true in every re	, being duly sworn, hereby spect to the best of my knowledge.	/ affirm th	nat the				
			Signature of Applicant						
Sul	oscril	bed and sworn to before me by							
this	S	bed and sworn to before me by 20		_					
			Notary Public						
Му	Com	nmission expires	,						
Воа	ard U	Jse Only:							
Exa	am gi	iven 1 <sup>st</sup> time Exa	am given 3 <sup>rd</sup> time						
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